

UNCLASSIFIED

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

EX-11  
WM  
ECL  
File

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

30 July 1948

SUBJECT: Drivers' Licenses

1. Effective 1 September 1948 no employee of the Central Intelligence Agency stationed in Washington, D. C. will be permitted to operate a CIA motor vehicle without a properly certified CIA driver's license.

2. CIA drivers' licenses will be issued only upon successful completion of a driver's examination.

3. Authority for issuing CIA licenses is vested in the Executive for Administration and Management, or Chief, Services Branch, A&M, after appropriate certification by the Testing and Medical Sections, Personnel Branch, and by the Services Branch.

4. Examinations will be given daily beginning 2 August 1948.

5. Assistant Directors and Staff Chiefs will be responsible for arranging for examinations of individuals under their jurisdiction who now drive or may later be detailed to drive CIA vehicles, by calling the Testing Section, Personnel Branch (Ext. 491) as soon as possible.

STATINTL

[REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Executive for  
Administration and Management

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
[REDACTED]  
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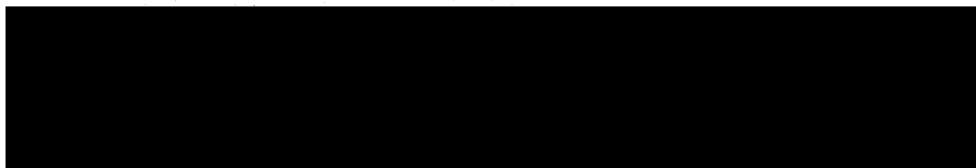
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Washington, D. C.

*Handwritten:* *Planned*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

28 February 1949

SUBJECT: Use of Motor Vehicles.

STATINTL

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 17 November 1947  
Administrative Instruction No. [REDACTED] dated 30 July 1948  
Administrative Instruction No. [REDACTED] dated 30 August 1948

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. When it is impossible to use the shuttle service between CIA buildings, transportation may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written authorization of the Executive, upon the written request of the Assistant Director concerned. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

3. No employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Executive or Services Officer, after appropriate certification by the Testing and Medical Section. Requests for drivers' licenses should be made in writing by the administrative officer, or Assistant Director concerned, to the Services Officer, indicating the necessity for such a license. CIA

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4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Division, Services Office, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. Pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

6. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, and to return for them, at

**SAMPLE**

UNITED STATES GOVERNMENT  
MOTOR VEHICLE OPERATOR'S PERMIT

(Department or Agency) \_\_\_\_\_  
No. \_\_\_\_\_

Issued: \_\_\_\_\_ 19 \_\_\_\_\_ Expires: \_\_\_\_\_ 19 \_\_\_\_\_

To: \_\_\_\_\_ (Name) \_\_\_\_\_


Date of Birth: \_\_\_\_\_

Who is qualified to operate a Motor Vehicle on official business of the U.S. Government subject to conditions set forth on back of this permit.

(Issuing Official) \_\_\_\_\_  
(Title) \_\_\_\_\_  
(Name and location of issuing unit) \_\_\_\_\_

NOT VALID UNTIL SIGNED BY ISSUING OFFICIAL

NOT TRANSPARENT



CONDITIONS OF ISSUANCE	
This permit must be carried at all times while operating a Motor Vehicle on official business of the U. S. Government.	
QUALIFIED TO OPERATE	
TYPE OF VEHICLE	QUALIFYING OFFICIAL
RESTRICTIONS	

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

SUBJECT: Drivers' Licenses

*Stationed in Washington, D.C.*

*28 July 48 Management*  
*for review*  
*26 July*

STATINTL

1. Effective ~~as of~~ 1 September 1948 no employee of Central Intelligence Agency will be permitted to operate a CIA motor vehicle ~~unless that employee has been issued a CIA driver's license.~~ *without a properly certified*

2. CIA drivers' licenses will be issued only upon successful completion of a driver's examination.

3. ~~Final and only~~ authority for issuing CIA licenses ~~will be~~ *or Chief, Services Br., AAM* vested in the Executive for Administration and Management, ~~after certification~~ *by the* by the Testing and Medical Sections, Personnel Branch, and Services Branch.

4. Examinations will be given daily beginning 2 August 1948.

5. ~~Administrative Officers of each CIA Branch will schedule examinations for their employees who drive CIA vehicles with the Testing Section, Personnel Branch (Ext. 491) as soon as possible.~~ *COH... Staff Section*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

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*Assistant Directors and Staff Chiefs will be responsible for arranging for examinations of individuals under their jurisdiction who now drive or may later be detailed to drive CIA vehicles, by calling etc*

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